



**TITLE:** Grants Manager  
**DEPARTMENT:** Development  
**REPORTS TO:** Chief Development Officer

**QUALIFICATIONS:**

Education: Bachelor's Degree  
Experience: At least five to seven years demonstrated success in writing proposals and reports to government agencies, foundations, and corporations. Record of achievement in securing program-specific and unrestricted funds from government agencies and foundations. Familiarity with government contracting process and various funding streams (federal, state, and city).

**SUMMARY:**

Reporting to the Chief Development Officer, the Grants Manager will be instrumental in all aspects of institutional fundraising including: identifying and researching prospective funders. The Grants Manager will also manage the complete grant cycle process: write high quality grant applications and proposals including budgets and prepare other materials as needed: reports, letters of intent, program briefs, etc.; manage submission process and follow-up. The Grants Manager will also review government requests for proposals (RFPs) for possible application by BBBS of NYC.

**REQUIREMENTS:**

- Enthusiastic, with an understanding of and commitment to the mission of BBBS of NYC.
- Comfortable working independently and as part of a team to complete assignments.
- Able to multi-task, prioritize work and be attentive to detail in a fast-paced environment.
- Reliable, flexible, with sound judgment and good teamwork skills.
- Thorough and alert in order to meet high standards for accuracy.
- Discriminating in exercising judgment with regard to confidential information.
- Excellent organizational and research skills are essential. Must possess solid writing, editing, and proofreading skills to ensure the submission of professional, quality proposals and reports.

- Ability to easily change writing styles to fit the audience and voice of the piece.
- A professional self-starter with a 'can do' attitude, energetic, and hard-working.
- Ability to handle multiple proposals simultaneously under tight deadlines and fast-paced environment.
- Is an excellent writer and relationship builder and can identify and speak to funder interests.
- Demonstrates strong project management skills and the capacity to both plan work in advance and respond to timely new opportunities that may arise.
- Superior writing and prospect research skills, with a proven track record of success.
- Strong time-management skills and ability to work efficiently and effectively in a deadline-driven, fast-paced environment
- Knowledge of the New York City philanthropic community.
- Excellent computer skills: proficiency with Microsoft Word, Excel and PowerPoint is required; experience with Raiser's Edge database is preferred

**RESPONSIBILITIES:**

- Identify and research new government grant opportunities and foundation prospects.
- Retain and grow existing portfolio of foundation and government partnerships; steward and solicit prospects to secure new funding.
- Stay informed of current issues in mentoring, youth services and funding.
- Develop a good working understanding of various BBBS of NYC program areas and their goals.
- Write, research, draft, edit, track, proposals as per their guidelines and deadlines.
- Supervise the Grants Associate
- Oversee preparation of supporting documents for grant applications and ensure team has compiled application packages to include documents such as budget forms, budget justifications, job descriptions, and other required forms.
- Collaborate with team on government official, staff relations and City Council grant requests.
- Oversee acknowledgement and recognition of gifts.
- Tracking proposals and grant deadlines.
- Maintain database records in addition to thorough and complete files.
- Perform other duties as assigned.